



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATBO-C

30 March 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Civilian Voluntary Leave Transfer Program (VLTP) -
Delegation of Authority to Waive the Limitation on Donating
Annual Leave

1. References:

a. Memorandum, HQDA, SAMR-HR, 3 Mar 06, subject: Army Civilian Voluntary Leave Transfer Program - Waiving the Limitation on Donating Annual Leave (Encl 1).

b. Section 630.908, Part 630, Title 5, Code of Federal Regulations (CFR).

2. Reference 1a delegates authority to Commanders of Army Commands to waive the limitations on the amount of leave an employee may donate under the VLTP. Authority to approve such waivers is further delegated to:

a. Major Subordinate Commanders.

b. TRADOC School Commandants.

c. Commanders/Directors of Special Activities who report directly to HQ TRADOC.

d. TRADOC Deputy Chiefs of General and Chiefs of Special Staff Offices.

3. This authority may be redelegated in writing to the lowest practicable level, but no lower than the second-level supervisor of the leave donor.

4. Consistent with 5 CFR 630.908, Department of the Army established criteria for granting a waiver, as well as procedures to follow (reference 1a, paragraphs 3 and 4). Please note that any waiver must be in writing and must provide a description of circumstances justifying the waiver. Forward approved waiver with the request to donate leave, following locally established procedures for the VLTP. Maintain documentation of any waiver to satisfy reporting requirements.

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5. Local labor relations obligations must be met prior to
implementation.

FOR THE COMMANDER:

Encl



ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

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Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC